

## **LEGISLATIVE DIGEST**

[Administrative Code - Reproduction and Notary Fees - Department of Administrative Services]

**Ordinance amending the Administrative Code to increase the fees imposed by the Department of Administrative Services for reproduction and notary services provided to the public.**

### Existing Law

Administrative Code Section 8.44 sets forth the fees that the Department of Administrative Services charges for document reproduction and notary services available to the public at the City's Permit Center.

### Amendments to Current Law

Since the fees were initially set in 2020, costs for raw materials have increased significantly and the Department has a better understanding of the workflow and costs of providing document printing and notary services to the public. The proposed ordinance amends Section 8.44 to increase the fees charged for these services to reflect the increased costs of materials and staff time. The amendments also differentiate between fees charged for standard size document services and large format document services; change the unit used to calculate fees for scanning services from "sheet" to "per sq. ft."; and add a provision allowing for future automatic adjustments to the fees based on changes to the Consumer Price Index.

### Background Information

The City's Permit Center opened in January 2022 at 49 South Van Ness, and provides a centralized place for obtaining and paying fees for construction, special events, and business permits. Often during the permit review process, customers will need to change or print additional documents or paper plans. The Print Center, located within the Permit Center, allows the customer to reprint and or make copies of documents without leaving the building so they can continue with the permit review process.

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